

NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS

JOB VACANCY POSTING

<u>POSTING NUMBER:</u>	HR-0173	<u>ISSUE DATE:</u>	September 17, 2015
<u>TITLE:</u>	Program Support Specialist 2, Assistance Programs	<u>CLOSING DATE:</u>	October 1, 2015
<u>DIVISION/UNIT:</u>	Housing & Community Resources/ Low-Income Home Energy Assistance Program		
<u>LOCATION:</u>	101 South Broad Street Trenton, NJ 08625	<u>SALARY RANGE:</u>	P24: \$59,031.79 - \$83,803.57
<u>POSITION(S):</u>	1	<u>DISTRIBUTION:</u>	DEPARTMENT

DESCRIPTION OF MAJOR DUTIES:

Under the direction of a Supervising Program Support Specialist or other supervisory official in a state department or agency, or in a community or institutional setting, is responsible for performing activities to maintain, monitor and/or implement client services/assistance programs; May take the lead over entry level Program Support Specialist staff; conducts program related site visits, studies, and investigations as needed; does other related work as required.

REQUIREMENTS

EDUCATION:

Graduation from an accredited college with a Bachelor's degree.

EXPERIENCE:

Two (2) years of experience in a public or private agency having responsibility for analyzing, monitoring, maintaining or implementing social service, economic assistance, community service, sustenance (food), or any other human support/assistance program.

NOTE:

Applicants who do not possess the required education may substitute experience as indicated on a year-for-year basis.

NOTE:

A Master's degree in Social Work, Psychology, Education, Public Administration, Business Administration, or a related field may be substituted for one (1) year of the required experience.

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

- ☒ A promotable eligible exist within the unit scope.
- ☐ A promotional or open competitive list exists.
- ☐ Depending upon the qualifications of applicants, appointment may be made at a lower level.

Please submit a resume and any required documents (licenses, certification and or transcripts) along with a letter of interest, including a phone number to:

Office of Human Resources
New Jersey Department of Community Affairs
HR#0173
PO Box 800
Trenton, New Jersey 08625
Resumes may be emailed to: resume1@dca.nj.gov

Interviews will be granted on the basis of the resume

NOTE: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the “New Jersey First Act,” all new public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment.